

## **Administrative Plan -Table of Contents**

---

### **Introduction**

### **ABOUT THE REFERENCES CITED IN THE MODEL ADMINISTRATIVE PLAN**

### **Chapter 1**

### **OVERVIEW OF THE PROGRAM AND PLAN**

PART I:	THE PHA.....	1-2
1-I.A.	Overview.....	1-2
1-I.B.	Organization and Structure of the PHA.....	1-2
1-I.C.	PHA Mission .....	1-2
1-I.D.	The PHA's Programs .....	1-3
1-I.E.	The PHA's Commitment to Ethics and Service .....	1-3
PART II:	THE HOUSING CHOICE VOUCHER (HCV) PROGRAM.....	1-4
1-II.A.	Overview and History of the Program.....	1-4
1-II.B.	HCV Program Basics.....	1-5
1-II.C.	The HCV Partnerships..... The HCV Relationships: .....	1-5 1-6
	What does HUD do?.....	1-7
	What does the MSHDA do? .....	1-7
	What does the Owner do?.....	1-8
	What does the Family do? .....	1-8
1-II.D.	Applicable Regulations.....	1-9
PART III:	THE HCV ADMINISTRATIVE PLAN.....	1-10
1-III.A.	Overview and Purpose of the Plan.....	1-10
1-III.B.	Contents of the Plan (24CFR 982.54). Mandatory vs. Discretionary Policy .....	1-10 1-12
1-III.C.	Organization of the Plan .....	1-12
1-III.D.	Updating and Revising the Plan .....	1-12

## **Administrative Plan -Table of Contents**

---

### **Chapter 2 FAIR HOUSING AND EQUAL OPPORTUNITY**

PART I:	NONDISCRIMINATION.....	2-2
2-I.A.	Overview.....	2-2
2-I.B.	Nondiscrimination .....	2-3
	Providing Information to Families and Owners .....	2-4
	Discrimination Complaints .....	2-4
PART II:	POLICIES RELATED TO PERSONS WITH DISABILITIES .....	2-5
2-II.A.	Overview.....	2-5
2-II.B.	Definition of Reasonable Accommodation .....	2-6
	Types of Reasonable Accommodations.....	2-6
2-II.C.	Request for an Accommodation .....	2-7
2-II.D.	Verification of Disability .....	2-8
2-II.E.	Approval/Denial of a Requested Accommodation [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act, Notice PIH 2010-26].....	2-9
2-II.F.	Program Accessibility for Persons with Hearing or Vision Impairments .....	2-10
2-II.G.	Physical Accessibility .....	2-11
2-II.H.	Denial or Termination of Assistance .....	2-12
PART III:	IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP).....	2-13
2-III.A.	Overview.....	2-13
2-III.B.	Oral Interpretation .....	2-14
2-III.C.	Written Translation .....	2-14
2-III.D.	Implementation Plan.....	2-15
Exhibit 2-1:	Definition of a Person with a Disability Under Federal Civil Rights Laws [24 CFR Parts 8.3, and 100.201].....	2-16

## **Administrative Plan -Table of Contents**

---

### **Chapter 3 ELIGIBILITY**

PART I:	DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS.....	3-2
3-I.A.	Overview.....	3-2
3-I.B.	Family and Household [24 CFR 982.201(c), HUD-50058 IB, p. 13; FR Notice 02/03/12] .....	3-2
Family .....	3-2	
Household .....	3-2	
3-I.C.	Family Breakup and Remaining Member of Tenant Family.....	3-3
Family Breakup [24 CFR 982.315] .....	3-3	
Remaining Member of a Tenant Family [24 CFR 5.403] .....	3-3	
3-I.D.	Head of Household [24 CFR 5.504(b)] .....	3-4
3-I.E.	Spouse, Cohead, and Other Adult.....	3-4
3-I.F.	Dependent [24 CFR 5.603] .....	3-5
Joint Custody of Dependents .....	3-5	
3-I.G.	Full-Time Student [24 CFR 5.603, HVC GB p. 5-29] .....	3-5
3-I.H.	Elderly and Near-Elderly Persons, and Elderly Family [24 CFR 5.100 and 5.403; FR Notice 02/03/12] .....	3-5
Elderly Persons .....	3-5	
Near-Elderly Persons .....	3-5	
Elderly Family .....	3-5	
3-I.I.	Persons with Disabilities and Disabled Family [24 CFR 5.403; FR Notice 02/03/12] .....	3-6
Persons with Disabilities.....	3-6	
Disabled Family.....	3-6	
3-I.J.	Guests [24 CFR 5.100] .....	3-6
3-I.K.	Foster Children and Foster Adults .....	3-7
3-I.L.	Absent Family Members.....	3-7
Definitions of Temporarily and Permanently Absent.....	3-7	
Absent Students .....	3-7	
Absences Due to Placement in Foster Care [24 CFR 5.403].....	3-8	
Absent Head, Spouse, or Cohead .....	3-8	
Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22] .....	3-8	
Return of Permanently Absent Family Members .....	3-8	
3-I.M.	Live-In Aide.....	3-9

## **Administrative Plan -Table of Contents**

---

PART II:	BASIC ELIGIBILITY CRITERIA.....	3-10
3-II.A.	Income Eligibility and Targeting.....	3-10
Income Limits .....	3-10	
Definitions of the Income Limits [24 CFR 5.603(b)].....	3-10	
Using Income Limits for Eligibility [24 CFR 982.201] .....	3-10	
Using Income Limits for Targeting [24 CFR 982.201].....	3-11	
3-II.B.	Citizenship or Eligible Immigration Status [24 CFR 5, Subpart E] .....	3-12
Declaration [24 CFR 5.508] .....	3-12	
Mixed Families .....	3-13	
Ineligible Families [24 CFR 5.514(d), (e), and (f)] .....	3-13	
Timeframe for Determination of Citizenship Status [24 CFR 5.508(g)] .....	3-14	
3-II.C.	Social Security Numbers [24 CFR 5.216 and 5.218, Notice PIH 2012-10] .....	3-14
3-II.D.	Family Consent to Release of Information [24 CFR 5.230, HCV GB, p. 5-13].....	3-15
3-II.E.	Students Enrolled In Institutions of Higher Education [24 CFR 5.612 and FR Notice 4/10/06].....	3-15
	Definitions .....	3-15
	Determining Student Eligibility.....	3-17

## **Administrative Plan -Table of Contents**

---

PART III:	DENIAL OF ASSISTANCE .....	3-19
3-III.A.	Overview.....	3-19
Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35] .....	3-19	
Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), 24 CFR 5.2005(b)] .....	3-19	
3-III.B.	Mandatory Denial of Assistance [24 CFR 982.553(a)] .....	3-20
3-III.C.	Other Permitted Reasons for Denial of Assistance.....	3-21
Criminal Activity [24 CFR 982.553].....	3-21	
Previous Behavior in Assisted Housing [24 CFR 982.552(c)].....	3-22	
3-III.D.	Screening .....	3-23
Screening for Eligibility .....	3-23	
Screening for Suitability as a Tenant [24 CFR 982.307].....	3-24	
3-III.E.	Criteria for Deciding to Deny Assistance.....	3-25
Evidence [24 CFR 982.553(c)].....	3-25	
Consideration of Circumstances [24 CFR 982.552(c)(2)].....	3-25	
Removal of a Family Member's Name from the Application .....	3-26	
Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)] .....	3-26	
3-III.F.	Notice of Eligibility or Denial .....	3-27
3-III.G.	Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, and Stalking [24 CFR Part 5, Subpart L].	3-28
Notification .....	3-28	
Documentation.....	3-28	
Exhibit 3-1:	Detailed Definitions Related to Disabilities .....	3-30
Person with Disabilities [24 CFR 5.403].....	3-30	
Individual with Handicaps [24 CFR 8.3].....	3-31	
Exhibit 3-2:	Definition of Institution of Higher Education [20 U.S.C 1001 and 1002] .....	3-33
Eligibility of Students for Assisted Housing Under Section 8 of the U.S. Housing Act of 1937; Supplementary Guidance; Notice [Federal Register, April 10, 2006] .....	3-33	

## **Administrative Plan -Table of Contents**

---

### **Chapter 4 APPLICATIONS, WAITING LIST AND TENANT SELECTION**

PART I:	THE APPLICATION PROCESS .....	4-3
4-I.A.	Overview.....	4-3
4-I.B.	Applying for Assistance [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36].....	4-3
4-I.C.	Accessibility of the Application Process .....	4-3
	Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13] .....	4-3
	Limited English Proficiency .....	4-4
4-I.D.	Placement on the Waiting List.....	4-4
	Ineligible for Placement on the Waiting List.....	4-4
	Eligible for Placement on the Waiting List .....	4-4
PART II:	MANAGING THE WAITING LIST.....	4-5
4-II.A.	Overview.....	4-5
4-II.B.	Organization of the Waiting List [24 CFR 982.204 and 205] .....	4-5
4-II.C.	Opening and Closing the Waiting List [24 CFR 982.206] .....	4-6
	Closing the Waiting List .....	4-6
	Reopening the Waiting List.....	4-6
4-II.D.	Family Outreach [HCV GB, pp. 4-2 to 4-4] .....	4-7
4-II.E.	Reporting Changes in Family Circumstances.....	4-8
4-II.F.	Updating the Waiting List [24 CFR 982.204] .....	4-8
	Purging the Waiting List.....	4-8
	Removal from the Waiting List .....	4-9
PART III:	SELECTION FOR HCV ASSISTANCE .....	4-10
4-III.A.	Overview.....	4-10
4-III.B.	Selection and HCV Funding Sources .....	4-10
	Special Admissions [24 CFR 982.203] .....	4-10
	Targeted Funding [24 CFR 982.204(e)] .....	4-10
	Regular HCV Funding .....	4-10
4-III.C.	Selection Method .....	4-11
	Local Preferences [24 CFR 982.207; HCV p. 4-16] .....	4-11
	Income Targeting Requirement [24 CFR 982.201(b)(2)].....	4-11
	Order of Selection.....	4-11
4-III.D.	Notification of Selection.....	4-12
4-III.E.	The Application Interview .....	4-13
4-III.F.	Completing the Application Process .....	4-14

## **Administrative Plan -Table of Contents**

---

### **Chapter 5 BRIEFINGS AND VOUCHER ISSUANCE**

PART I:	BRIEFINGS AND FAMILY OBLIGATIONS .....	5-1
5-I.A.	Overview.....	5-1
5-I.B.	Briefing [24 CFR 982.301].....	5-2
	Notification and Attendance .....	5-2
	Oral Briefing [24 CFR 982.301(a)] .....	5-2
	Briefing Packet [24 CFR 982.301(b)] .....	5-3
	Additional Items to be Included in the Briefing Packet .....	5-4
5-I.C.	Family Obligations .....	5-5
	Time Frames for Reporting Changes Required by Family Obligations.....	5-5
	Family Obligations [24 CFR 982.551] .....	5-5
PART II:	SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....	5-8
5-II.A.	Overview.....	5-8
5-II.B.	Determining Family Unit (Voucher) Size [24 CFR 982.402] .....	5-8
5-II.D.	Voucher Issuance [24 CFR 982.302].....	5-13
5-II.E.	Voucher Term, Extensions, and Suspensions .....	5-15
	Voucher Term [24 CFR 982.303].....	5-15
	Extensions of Voucher Term [24 CFR 982.303(b)] .....	5-15
	Suspensions of Voucher Term [24 CFR 982.303(c)] .....	5-16
	Expiration of Voucher Term.....	5-16

Excepti

## Administrative Plan -Table of Contents

---

### Chapter 6

#### **INCOME AND SUBSIDY DETERMINATIONS**

[24 CFR Part 5, Subparts E and F; 24 CFR 982]

<b>PART I:</b>	<b>ANNUAL INCOME .....</b>	<b>6-2</b>
6-I.A.	Overview.....	6-2
6-I.B.	Household Composition and Income..... Summary of Income Included and Excluded by Person..... Temporarily Absent Family Members..... Family Members Permanently Confined for Medical Reasons..... Joint Custody of Dependents .....	6-3 6-3 6-4 6-4 6-5
6-I.C.	Anticipating Annual Income .....	6-5
	Basis of Annual Income Projection .....	6-5
	Projecting Income .....	6-7
6-I.D.	Earned Income .....	6-7
	Types of Earned Income Included in Annual Income .....	6-7
	Types of Earned Income <u>Not</u> Counted in Annual Income .....	6-7
6-I.E.	Earned Income Disallowance for Persons with Disabilities [24 CFR 5.617] .....	6-10
	Eligibility .....	6-10
	Calculation of the Disallowance .....	6-10
6-I.F.	Business Income [24 CFR 5.609(b)(2)]..... Business Expenses .....	6-11 6-11
	Business Expansion .....	6-12
	Capital Indebtedness .....	6-12
	Negative Business Income.....	6-12
	Withdrawal of Cash or Assets from a Business.....	6-12
	Co-owned Businesses .....	6-12
6-I.G.	Assets [24 CFR 5.609(b)(3) and 24 CFR 5.603(b)] .....	6-13
	Overview.....	6-13
	General Policies .....	6-13
	Types of Assets.....	6-16
6-I.H.	Periodic Payments .....	6-19
	Periodic Payments <u>Included</u> in Annual Income.....	6-19
	Lump-Sum Payments for the Delayed Start of a Periodic Payment .....	6-20
	Treatment of Overpayment Deductions from Social Security Benefits.....	6-20
	Periodic Payments <u>Excluded</u> from Annual Income.....	6-20
6-I.I.	Payments In Lieu of Earnings.....	6-21
6-I.J.	Welfare Assistance .....	6-21
	Overview.....	6-21
	Sanctions Resulting in the Reduction of Welfare Benefits [24 CFR 5.615] .....	6-21

## **Administrative Plan -Table of Contents**

---

6-I.K.	Periodic and Determinable Allowances [24 CFR 5.609(b)(7)] .....	6-22
	Alimony and Child Support.....	6-22
	Regular Contributions or Gifts .....	6-22
6-I.L.	Student Financial Assistance [24 CFR 5.609(b)(9) and FR 5/20/14] .....	6-23
	Student Financial Assistance <u>Included</u> in Annual Income [24 CFR 5.609(b)(9) and FR 4/10/06] .....	6-23
	Student Financial Assistance <u>Excluded</u> from Annual Income [24 CFR 5.609(c)(6)] .....	6-
6-I.M.	Additional Exclusions From Annual Income .....	6-24
<b>PART II:</b>	<b>ADJUSTED INCOME.....</b>	<b>6-27</b>
6-II.A.	Introduction.....	6-27
	Overview.....	6-27
	Anticipating Expenses .....	6-27
6-II.B.	Dependent Deduction .....	6-27
6-II.C.	Elderly or Disabled Family Deduction .....	6-28
6-II.D.	Medical Expenses Deduction [24 CFR 5.611(a)(3)(i)] .....	6-28
	Definition of <i>Medical Expenses</i> .....	6-28
	Summary of Allowable Medical Expenses from IRS Publication 502 .....	6-28
	Families That Qualify for Both Medical and Disability Assistance Expenses .....	6-29
6-II.E.	Disability Assistance Expenses Deduction [24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)] .....	6-29
	Earned Income Limit on the Disability Assistance Expense Deduction .....	6-29
	Eligible Disability Expenses.....	6-29
	Necessary and Reasonable Expenses.....	6-30
	Families That Qualify for Both Medical and Disability Assistance Expenses .....	6-31
6-II.F.	Child Care Expense Deduction.....	6-31
	Clarifying the Meaning of <i>Child</i> for This Deduction .....	6-31
	Qualifying for the Deduction.....	6-31
	Earned Income Limit on Child Care Expense Deduction .....	6-32
	Eligible Child Care Expenses .....	6-33

## Administrative Plan -Table of Contents

---

PART III: CALCULATING FAMILY SHARE AND PHA SUBSIDY .....	6-34
6-III.A. Overview of Rent and Subsidy Calculations .....	6-34
TTP Formula [24 CFR 5.628] .....	6-34
Family Share [24 CFR 982.305(a)(5)].....	6-34
PHA Subsidy [24 CFR 982.505(b)].....	6-34
Utility Reimbursement [24 CFR 982.514(b)].....	6-34
6-III.B. Financial Hardships Affecting Minimum Rent [24 CFR 5.630] .....	6-35
Overview.....	6-35
HUD-Defined Financial Hardship.....	6-35
Implementation of Hardship Exemption .....	6-36
6-III.C. Applying Payment Standards [24 CFR 982.505] .....	6-38
Overview.....	6-38
Changes in Payment Standards.....	6-38
Reasonable Accommodation .....	6-39
6-III.D. Applying Utility Allowances [24 CFR 982.517].....	6-39
Overview.....	6-39
Reasonable Accommodation .....	6-39
Utility Allowance Revisions.....	6-40
6-III.E. Prorated Assistance for Mixed Families [24 CFR 5.520].....	6-40
Exhibit 6-1: Annual Income Inclusions .....	6-41
HHS Definition of "Assistance" .....	6-42
Exhibit 6-2: Annual Income Exclusions .....	6-44
Exhibit 6-3: Treatment of Family Assets .....	6-46
Exhibit 6-4: Earned Income Disallowance for Persons with Disabilities .....	6-47
Exhibit 6-5: The Effect of Welfare Benefit Reduction .....	6-49

## Administrative Plan -Table of Contents

---

### **Chapter 7 VERIFICATION**

[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230, Notice PIH 2010-19]

PART I:	GENERAL VERIFICATION REQUIREMENTS .....	7-1
7-I.A.	Family Consent to Release of Information [24 CFR 982.516 and 982.551, 24 CFR 5.230].....	7-1
	Consent Forms .....	7-1
	Penalties for Failing to Consent [24 CFR 5.232] .....	7-1
7-I.B.	Overview of Verification Requirements.....	7-2
	HUD's Verification Hierarchy [Notice PIH 2010-19] .....	7-2
	Requirements for Acceptable Documents .....	7-2
	File Documentation .....	7-3
7-I.C.	Up-Front Income Verification (UIV) .....	7-3
	Upfront Income Verification Using HUD's Enterprise Income Verification (EIV) System (Mandatory).....	7-4
	Upfront Income Verification Using Non-HUD Systems (Optional) .....	7-5
7-I.D.	Third-Party Written and Oral Verification .....	7-6
	Written Third-Party Verification [Notice PIH 2010-19] .....	7-6
	Written Third-Party Verification Form .....	7-6
	Oral Third-Party Verification [Notice PIH 2010-19] .....	7-7
	When Third-Party Verification is Not Required [Notice PIH 2010-19] .....	7-7
7-I.E.	Self-Certification .....	7-8
PART II:	VERIFYING FAMILY INFORMATION.....	7-9
7-II.A.	Verification of Legal Identity .....	7-9
7-II.B.	Social Security Numbers [24 CFR 5.216 and Notice PIH 2010-19].....	7-9
7-II.C.	Documentation of Age.....	7-11
7-II.D.	Family Relationships .....	7-11
	Marriage.....	7-11
	Separation or Divorce .....	7-12
	Absence of Adult Member.....	7-12
	Foster Children and Foster Adults .....	7-12
7-II.E.	Verification of Student Status.....	7-12
	General Requirements .....	7-12
	Restrictions on Assistance to Students Enrolled in Institutions of Higher Education.....	7-12
7-II.F.	Documentation of Disability.....	7-13
	Family Members Receiving SSA Disability Benefits .....	7-14
	Family Members Not Receiving SSA Disability Benefits .....	7-14
7-II.G.	Citizenship or Eligible Immigration Status [24 CFR 5.508] .....	7-15
	Overview.....	7-15
	U.S. Citizens and Nationals .....	7-15
	Eligible Immigrants .....	7-15
7-II.H.	Verification of Preference Status .....	7-16

## Administrative Plan -Table of Contents

---

PART III:	VERIFYING INCOME AND ASSETS .....	7-17
7-III.A.	Earned Income .....	7-17
Tips .....	7-17	
7-III.B.	Business and Self Employment Income .....	7-17
7-III.C.	Periodic Payments and Payments In Lieu of Earnings .....	7-18
Social Security/SSI Benefits.....	7-18	
7-III.D.	Alimony or Child Support .....	7-19
7-III.E.	Assets and Income From Assets .....	7-20
Assets Disposed of for Less than Fair Market Value .....	7-20	
7-III.F.	Net Income From Rental Property .....	7-20
7-III.G.	Retirement Accounts .....	7-21
7-III.H.	Income From Excluded Sources .....	7-21
7-III.I.	Zero Annual Income Status .....	7-21
7-III.J.	Student Financial Assistance .....	7-22
7-III.K.	Parental Income of Students Subject to Eligibility Restrictions.....	7-23
PART IV:	VERIFYING MANDATORY DEDUCTIONS .....	7-25
7-IV.A.	Dependent and Elderly/Disabled Household Deductions.....	7-25
Dependent Deduction .....	7-25	
Elderly/Disabled Family Deduction .....	7-25	
7-IV.B.	Medical Expense Deduction .....	7-25
Amount of Expense .....	7-25	
Eligible Household .....	7-26	
Qualified Expenses .....	7-26	
Unreimbursed Expenses .....	7-26	
Expenses Incurred in Past Years.....	7-26	
7-IV.C.	Disability Assistance Expenses .....	7-27
Amount of Expense .....	7-27	
Family Member is a Person with Disabilities.....	7-28	
Family Member(s) Permitted to Work .....	7-28	
Unreimbursed Expenses .....	7-28	
7-IV.D.	Child Care Expenses.....	7-28
Eligible Child.....	7-28	
Unreimbursed Expense .....	7-29	
Pursuing an Eligible Activity .....	7-29	
Allowable Type of Child Care.....	7-30	
Reasonableness of Expenses.....	7-30	
Exhibit 7-1:	Summary of Documentation Requirements for Noncitizens [HCV GB, pp. 5-9 and 5-10] .....	7-31

## Administrative Plan -Table of Contents

---

### **Chapter 8**

### **HOUSING QUALITY STANDARDS AND RENT REASONABLENESS**

### **DETERMINATIONS**

[24 CFR 982 Subpart I and 24 CFR 982.507]

PART I:	PHYSICAL STANDARDS .....	8-2
	8-I.A. General HUD Requirements .....	8-2
	HUD Performance and Acceptability Standards .....	8-2
	Tenant Preference Items .....	8-2
	Modifications to Provide Accessibility .....	8-3
	8-I.B. Additional Local Requirements .....	8-4
	Thermal Environment [HCV GB p.10-7] .....	8-4
	Clarifications of HUD Requirements .....	8-4
	8-I.C. Life Threatening Conditions [24 CFR 982.404(a)] .....	8-5
	8-I.D. Owner and Family Responsibilities [24 CFR 982.404].....	8-6
	Family Responsibilities .....	8-6
	Owner Responsibilities .....	8-6
	8-I-E. Special Requirements for Children with Environmental	
	Intervention Blood Lead Level [24 CFR 35.1225].....	8-7
	8-I-F. Violation of HQS Space Standards [24 CFR 982.401,	
	24 CFR 982.403] .....	8-7
PART II:	THE INSPECTION PROCESS .....	8-8
	8-II.A. Overview [24 CFR 982.405] .....	8-8
	Types of Inspections .....	8-8
	Inspection of PHA-owned Units [24 CFR 982.352(b)].....	8-8
	Inspection Costs.....	8-8
	Notice and Scheduling .....	8-9
	Owner and Family Inspection Attendance .....	8-9
	8-II.B. Initial HQS Inspection [24 CFR 982.401(a)] .....	8-10
	Timing of Initial Inspections .....	8-10
	Inspection Results and Reinspections.....	8-10
	Utilities .....	8-11
	Appliances .....	8-11
	8-II.C. Annual HQS Inspections [24 CFR 982.405(a)].....	8-12
	Scheduling the Inspection.....	8-12
	8-II.D. Special Inspections [HCV GB p. 10-30] .....	8-12
	8-II.E. Quality Control Inspections [24 CFR 982.405(b),	
	HCV GB p. 10-32].....	8-12
	8-II.F. Inspection Results and Reinspections for Units Under	
	HAP Contract.....	8-13
	Notification of Corrective Actions .....	8-13
	Extensions.....	8-14
	Reinspections.....	8-14
	8-II.G. Enforcing Owner Compliance .....	8-15
	HAP Abatement.....	8-15
	HAP Contract Termination.....	8-15

## **Administrative Plan -Table of Contents**

---

8-II.H.	Enforcing Family Compliance with HQS [24 CFR 982.404(b)].....	8-15
PART III:	RENT REASONABLENESS [24 CFR 982.507].....	8-16
8-III.A.	Overview.....	8-16
PHA-owned Units [24 CFR 982.352(b)].....	8-16	
8-III.B.	When Rent Reasonableness Determinations Are Required.....	8-17
Owner-initiated Rent Determinations.....	8-17	
PHA- and HUD-Initiated Rent Reasonableness Determinations ...	8-17	
8-III.C.	How Comparability Is Established .....	8-18
Factors to Consider .....	8-18	
Units that Must Not be Used as Comparables .....	8-18	
Rents Charged for Other Units on the Premises .....	8-18	
8-III.D.	PHA Rent Reasonableness Methodology .....	8-19
How Market Data is Collected .....	8-19	
How Rents are Determined.....	8-19	
Exhibit 8-1:	Overview of HUD Housing Quality Standards .....	8-20
Exhibit 8-2:	Summary of Tenant Preference Areas Related to Housing Quality .....	8-23

## **Administrative Plan -Table of Contents**

---

### **Chapter 9 GENERAL LEASING POLICIES**

9-I.A.	Tenant Screening .....	9-2
9-I.B.	Requesting Tenancy Approval [Form HUD-52517] .....	9-3
9-I.C.	Owner Participation .....	9-4
9-I.D.	Eligible Units .....	9-5
	Ineligible Units [24 CFR 982.352(a)].....	9-5
	PHA-Owned Units [24 CFR 982.352(b)].....	9-5
	Special Housing Types [24 CFR 982 Subpart M] .....	9-5
	Duplicative Assistance [24 CFR 982.352(c)].....	9-6
	Housing Quality Standards (HQS) [24 CFR 982.305 and 24 CFR 982.401] .....	9-6
	Unit Size .....	9-7
	Rent Reasonableness [24 CFR 982.305 and 24 CFR 982.507] .....	9-7
	Rent Burden [24 CFR 982.508].....	9-7
9-I.E.	Lease and Tenancy Addendum.....	9-8
	Lease Form and Tenancy Addendum [24 CFR 982.308].....	9-8
	Lease Information [24 CFR 982.308(d)] .....	9-8
	Term of Assisted Tenancy .....	9-9
	Security Deposit [24 CFR 982.313 (a) and (b)] .....	9-9
	Separate Non-Lease Agreements between Owner and Tenant.....	9-10
	PHA Review of Lease .....	9-11
9-I.F.	Tenancy Approval [24 CFR 982.305] .....	9-12
9-I.G.	HAP Contract Execution [24 CFR 982.305] .....	9-13
9-I.H.	Changes in Lease or Rent [24 CFR 982.308].....	9-14

## **Administrative Plan -Table of Contents**

---

### **Chapter 10**

#### **MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY**

PART I:	MOVING WITH CONTINUED ASSISTANCE .....	10-1
10-I.A.	Allowable Moves.....	10-1
10-I.B.	Restrictions On Moves .....	10-3
Denial of Moves .....	10-3	
Restrictions on Elective Moves [24 CFR 982.314(c)].....	10-4	
10-I.C.	Moving Process .....	10-5
Notification.....	10-5	
Approval .....	10-5	
Reexamination of Family Income and Composition .....	10-5	
Voucher Issuance and Briefing.....	10-5	
Housing Assistance Payments [24 CFR 982.311(d)] .....	10-6	
PART II:	PORATABILITY .....	10-7
10-II.A.	Overview.....	10-7
10-II.B.	Initial PHA Role .....	10-7
Allowable Moves under Portability.....	10-7	
Determining Income Eligibility.....	10-9	
Reexamination of Family Income and Composition .....	10-9	
Briefing .....	10-10	
Voucher Issuance and Term .....	10-10	
Voucher Extensions and Expiration .....	10-10	
Initial Contact with the Receiving PHA .....	10-11	
Sending Documentation to the Receiving PHA .....	10-11	
Initial Billing Deadline [Notice PIH 2011-3] .....	10-12	
Monthly Billing Payments [24 CFR 982.355(e), Notice PIH 2011-3] .....	10-12	
Annual Updates of Form HUD-50058 .....	10-13	
Denial or Termination of Assistance [24 CFR 982.355(c)(9)]....	10-13	
10-II.C.	Receiving PHA Role.....	10-14
Initial Contact with Family.....	10-14	
Briefing .....	10-15	
Income Eligibility and Reexamination .....	10-15	
Voucher Issuance.....	10-16	
Notifying the Initial PHA .....	10-17	
Administering a Portable Family's Voucher .....	10-17	
Absorbing a Portable Family .....	10-20	

## **Administrative Plan -Table of Contents**

---

### **Chapter 11 REEXAMINATIONS**

PART I:	ANNUAL REEXAMINATIONS [24 CFR 982.516].....	11-1
11-I.A.	Overview.....	11-1
11-I.B.	Scheduling Annual Reexaminations .....	11-2
	Notification of and Participation in the Annual Reexamination Process .....	11-2
11-I.C.	Conducting Annual Reexaminations .....	11-3
11-I.D.	Determining Ongoing Eligibility of Certain Students [24 CFR 982.552(b)(5)].....	11-4
11-I.E.	Effective Dates.....	11-5
PART II:	INTERIM REEXAMINATIONS [24 CFR 982.516].....	11-5
11-II.A.	Overview.....	11-5
11-II.B.	Changes In Family and Household Composition .....	11-6
	New Family Members <u>Not</u> Requiring PHA Approval .....	11-6
	New Family and Household Members Requiring Approval .....	11-6
	Departure of a Family or Household Member.....	11-7
11-II.C.	Changes Affecting Income or Expenses.....	11-8
	PHA-Initiated Interim Reexaminations .....	11-8
	Family-Initiated Interim Reexaminations.....	11-8
11-II.D.	Processing the Interim Reexamination .....	11-9
	Method of Reporting.....	11-9
	Effective Dates.....	11-9
PART III:	RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT .....	11-10
11-III.A.	Overview.....	11-10
11-III.B.	Changes In Payment Standards and Utility Allowances .....	11-10
	Payment Standards [24 CFR 982.505] .....	11-10
	Subsidy Standards [24 CFR 982.505(c)(4)] .....	11-11
	Utility Allowances [24 CFR 982.517(d)] .....	11-11
11-III.C.	Notification of New Family Share and HAP Amount.....	11-11
11-III.D.	Discrepancies .....	11-12

## Administrative Plan -Table of Contents

---

### **Chapter 12** **TERMINATION OF ASSISTANCE AND TENANCY**

PART I:	GROUNDS FOR TERMINATION OF ASSISTANCE .....	12-1
12-I.A.	Overview.....	12-1
12-I.B.	Family No Longer Requires Assistance [24 CFR 982.455] .....	12-1
12-I.C.	Family Chooses to Terminate Assistance.....	12-2
12-I.D.	Mandatory Termination of Assistance..... Eviction [24 CFR 982.552(b)(2) , 24 CFR 5.2005(c)(1)]..... Failure to Provide Consent [24 CFR 982.552(b)(3)]..... Failure to Document Citizenship [24 CFR 982.552(b)(4) and 24 CFR 5.514(c)] ..... Failure to Disclose and Document Social Security Numbers [24 CFR 5.218(c), Notice PIH 2010-3] ..... Methamphetamine Manufacture or Production [24 CFR 983.553(b)(1)(ii)] ..... Failure of Students to Meet Ongoing Eligibility Requirements [24 CFR 982.552(b)(5) and FR 4/10/06]..... Death of the Sole Family Member [24 CFR 982.311(d) and Notice PIH 2010-3].....	12-2 12-2 12-2 12-3 12-3 12-3 12-3 12-4
12-I.E.	Mandatory Policies and Other Authorized Terminations..... Mandatory Policies [24 CFR 982.553(b) and 982.551(l)]..... Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c), , 24 CFR 5.2005(c)].....	12-4 12-4 12-6
PART II:	APPROACH TO TERMINATION OF ASSISTANCE.....	12-9
12-II.A.	Overview.....	12-9
12-II.B.	Method of Termination [24 CFR 982.552(a)(3)] .....	12-9
12-II.C.	Alternatives to Termination of Assistance .....	12-9
12-II.D.	Change in Household Composition..... Repayment of Family Debts .....	12-9 12-9
12-II.E.	Criteria for Deciding to Terminate Assistance .....	12-10
	Evidence .....	12-10
	Consideration of Circumstances [24 CFR 982.552(c)(2)(i)] .....	12-10
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)] .....	12-11
12-II.E.	Terminations Related to Domestic Violence, Dating Violence, or Stalking.....	12-12
	Victim Documentation .....	12-13
	Terminating the Assistance of a Domestic Violence Perpetrator [24 CFR 5.2005(c)] .....	12-14
	PHA Confidentiality Requirements [24 CFR 5.2007(a)(1)(v)] .....	12-14
12-II.F.	Terminations Related to Tenancy..... Termination Notice .....	12-15
	Notice of Termination Based on Citizenship Status [24 CFR 5.514 (c) and (d)] .....	12-16
12-II.G.	HOW TERMINATION OF ASSISTANCE AFFECTS THE HAP CONTRACT AND LEASE .....	12-16

## **Administrative Plan -Table of Contents**

---

PART III: TERMINATION OF TENANCY BY THE OWNER.....	12-17
12-III.A. Overview.....	12-17
12-III.B. Grounds for Owner Termination of Tenancy [24 CFR 982.310, 24 CFR 5.2005(c), and Form HUD-52641-A, Tenancy Addendum].....	12-17
Serious or Repeated Lease Violations .....	12-17
Violation of Federal, State, or Local Law .....	12-17
Criminal Activity or Alcohol Abuse.....	12-17
Other Good Cause.....	12-18
12-III.C. Eviction [24 CFR 982.310(e) and (f) and Form HUD-52641-A, Tenancy Addendum] .....	12-19
12-III.D. Deciding Whether to Terminate Tenancy [24 CFR 982.310(h), 24 CFR 982.310(h)(4)].....	12-20
12-III.E. Effect of Tenancy Termination on the Family's Assistance .....	12-20
Exhibit 12-1:Statement of Family Obligations.....	12-21

## **Administrative Plan -Table of Contents**

---

### **Chapter 13 OWNERS**

<b>PART I:</b>	<b>OWNERS IN THE HCV PROGRAM .....</b>	<b>13-1</b>
13-I.A.	Owner Recruitment and Retention [HCV GB, pp. 2-4 to 2-6] .....	13-1
	Recruitment.....	13-1
	Retention.....	13-2
13-I.B.	Basic HCV Program Requirements .....	13-2
13-I.C.	Owner Responsibilities [24 CFR 982.452].....	13-4
13-I.D.	Owner Qualifications.....	13-4
	Owners Barred from Participation [24 CFR 982.306(a) and (b)]....	13-4
	Leasing to Relatives [24 CFR 982.306(d), HCV GB p. 11-2] .....	13-5
	Conflict of Interest [24 CFR 982.161; HCV GB p. 8-19] .....	13-5
	Owner Actions That May Result in Disapproval of a	
	Tenancy Request [24 CFR 982.306(c)] .....	13-6
	Legal Ownership of Unit .....	13-7
13-I.E.	Non-Discrimination [HAP Contract – Form HUD-52641].....	13-7
<b>PART II:</b>	<b>HAP CONTRACTS.....</b>	<b>13-8</b>
13-II.A.	Overview.....	13-8
13-II.B.	HAP Contract Contents .....	13-8
13-II.C.	HAP Contract Payments .....	13-9
	General.....	13-9
	Owner Certification of Compliance.....	13-10
	Late HAP Payments [24 CFR 982.451(a)(5)] .....	13-10
	Termination of HAP Payments [24 CFR 982.311(b)].....	13-10
13-II.D.	Breach of HAP Contract [24 CFR 982.453].....	13-11
13-II.E.	HAP Contract Term and Terminations.....	13-12
13-II.F.	Change In Ownership / Assignment of the HAP Contract [HUD-52641].....	13-13
13.II.G.	Foreclosure [HUD-52641 and Notice PIH 2010-49 .....	13-14

## **Administrative Plan -Table of Contents**

---

### **Chapter 14 PROGRAM INTEGRITY**

PART I:	PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE .....	14-1
14-I.A.	Preventing Errors and Program Abuse .....	14-1
14-I.B.	Detecting Errors and Program Abuse .....	14-2
	Quality Control and Analysis of Data .....	14-2
	Independent Audits and HUD Monitoring .....	14-2
	Individual Reporting of Possible Errors and Program Abuse .....	14-3
14-I.C.	Investigating Errors and Program Abuse.....	14-3
	When the PHA Will Investigate .....	14-3
	Consent to Release of Information [24 CFR 982.516] .....	14-3
	Analysis and Findings.....	14-3
	Consideration of Remedies.....	14-4
	Notice and Appeals.....	14-4
PART II:	CORRECTIVE MEASURES AND PENALTIES .....	14-5
14-II.A.	Subsidy Under- or Overpayments .....	14-5
	Corrections.....	14-5
	Reimbursement .....	14-5
14-II.B.	Family-Caused Errors and Program Abuse .....	14-5
	Family Reimbursement to PHA [HCV GB pp. 22-12 to 22-13] ....	14-5
	PHA Reimbursement to Family [HCV GB p. 22-12].....	14-6
	Prohibited Actions .....	14-6
	Penalties for Program Abuse .....	14-6
14-II.C.	Owner-Caused Error or Program Abuse.....	14-7
	Owner Reimbursement to the PHA .....	14-7
	Prohibited Owner Actions .....	14-7
	Remedies and Penalties .....	14-8
14-II.D.	PHA-Caused Errors or Program Abuse.....	14-8
	Repayment to the PHA .....	14-8
	PHA Reimbursement to Family or Owner .....	14-8
	Prohibited Activities .....	14-9
14-II.E.	Criminal Prosecution .....	14-9
14-II.F.	Fraud and Program Abuse Recoveries .....	14-10

## **Administrative Plan -Table of Contents**

---

### **Chapter 15 SPECIAL HOUSING TYPES [24 CFR 982 Subpart M]**

PART I:	SINGLE ROOM OCCUPANCY [24 CFR 982.602 through 982.605] .....	15-3
	15-I.A. Overview.....	15-3
	15-I.B. Payment Standard, Utility Allowance, and HAP Calculation .....	15-3
	15-I.C. Housing Quality Standards (HQS) .....	15-3
PART II:	CONGREGATE HOUSING [24 CFR 982.606 through 982.609] .....	15-5
	15-II.A. Overview.....	15-5
	15-II.B. Payment Standard, Utility Allowance, and HAP Calculation .....	15-5
	15-II.C. Housing Quality Standards .....	15-5
PART III:	GROUP HOME [24 CFR 982.610 through 982.614 and HCV GB p. 7-4] .....	15-6
	15-III.A. Overview.....	15-6
	15-III.B. Payment Standard, Utility Allowance, and HAP Calculation .....	15-6
	15-III.C. Housing Quality Standards .....	15-7
PART IV:	SHARED HOUSING [24 CFR 982.615 through 982.618].....	15-8
	15-IV.I. Overview.....	15-8
	15-IV.B. Payment Standard, Utility Allowance and HAP Calculation .....	15-8
	15-IV.C. Housing Quality Standards .....	15-9
PART V:	COOPERATIVE HOUSING [24 CFR 982.619].....	15-10
	15-V.A. Overview.....	15-10
	15-V.B. Payment Standard, Utility Allowance and HAP Calculation .....	15-10
	15-V.C. Housing Quality Standards .....	15-10
PART VI:	MANUFACTURED HOMES [24 CFR 982.620 through 982.624] .....	15-11
	15-VI.A. Overview.....	15-11
	15-VI.B. Special Policies for Manufactured Home Owners	
	Who Lease A Space.....	15-11
	Family Income .....	15-11
	Lease and HAP Contract .....	15-11
	15-VI.C. Payment Standard, Utility Allowance and HAP Calculation .....	15-11
	Payment Standards.....	15-11
	Utility Allowance.....	15-11
	Space Rent .....	15-12
	Housing Assistance Payment.....	15-12
	Rent Reasonableness .....	15-12
	15-VI.D. Housing Quality Standards .....	15-12

## **Administrative Plan -Table of Contents**

---

PART VII: HOME OWNERSHIP [24 CFR 982.625 through 982.643].....	15-13
15-VII.A. Overview [24 CFR 982.625] .....	15-13
15-VII.B. Family Eligibility [24 CFR 982.627].....	15-13
15-VII.C. Selection of Families [24 CFR 982.626] .....	15-15
15-VII.D. Eligible Units [24 CFR 982.628] .....	15-15
15-VII.E. Additional PHA Requirements for Search and Purchase [24 CFR 982.629] .....	15-16
15-VII.F. Homeownership Counseling [24 CFR 982.630] .....	15-17
15-VII.G. Home Inspections, Contract of Sale, and PHA Disapproval of Seller [24 CFR 982.631].....	15-18
Home Inspections .....	15-18
Contract of Sale .....	15-18
Disapproval of a Seller .....	15-18
15-VII.H. Financing [24 CFR 982.632] .....	15-19
15-VII.I. Continued Assistance Requirements; Family Obligations [24 CFR 982.633] .....	15-19
15-VII.J. Maximum Term of Homeowner Assistance [24 CFR 982.634].....	15-20
15-VII.K. Homeownership Assistance Payments and Homeownership Expenses [24 CFR 982.635] .....	15-20
15-VII.L. Portability [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553] .....	15-22
15-VII.M. Moving with Continued Assistance [24 CFR 982.637].....	15-22
15-VII.N. Denial or Termination of Assistance [24 CFR 982.638] .....	15-23

## **Administrative Plan -Table of Contents**

---

### **Chapter 16 PROGRAM ADMINISTRATION**

PART I:	ADMINISTRATIVE FEE RESERVE [24 CFR 982.155] .....	16-3
PART II:	SETTING PROGRAM STANDARDS AND SCHEDULES .....	16-4
	16-II.A. Overview.....	16-4
	16-II.B. Payment Standards [24 CFR 982.503; HCV GB, Chapter 7].....	16-4
	Updating Payment Standards.....	16-5
	Exception Payment Standards [982.503(c)] .....	16-6
	Unit-by-Unit Exceptions [24 CFR 982.503(c)(2)(ii), 24 CFR 982.505(d), Notice PIH 2010-26] .....	16-6
	"Success Rate" Payment Standard Amounts [24 CFR 982.503(e)].....	16-7
	Decreases in the Payment Standard below the Basic Range [24 CFR 982.503(d)] .....	16-7
	16-II.C. Utility Allowances [24 CFR 982.517].....	16-8
	Air Conditioning.....	16-8
	Reasonable Accommodation .....	16-8
	Utility Allowance Revisions.....	16-8
PART III:	INFORMAL REVIEWS AND HEARINGS .....	16-9
	16-III.A. Overview.....	16-9
	16-III.B. Informal Reviews.....	16-9
	Decisions Subject to Informal Review .....	16-9
	Notice to the Applicant [24 CFR 982.554(a)] .....	16-10
	Scheduling an Informal Review .....	16-10
	Informal Review Procedures [24 CFR 982.554(b)] .....	16-10
	Informal Review Decision [24 CFR 982.554(b)] .....	16-11
	16-III.C. Informal Hearings for Participants [24 CFR 982.555] .....	16-12
	Decisions Subject to Informal Hearing.....	16-12
	Informal Hearing Procedures.....	16-14
	16-III.D. Hearing and Appeal Provisions for Noncitizens	
	[24 CFR 5.514] .....	16-21
	Notice of Denial or Termination of Assistance	
	[24 CFR 5.514(d)] .....	16-21
	USCIS Appeal Process [24 CFR 5.514(e)].....	16-22
	Informal Hearing Procedures for Applicants	
	[24 CFR 5.514(f)] .....	16-22
	Informal Hearing Procedures for Residents	
	[24 CFR 5.514(f)] .....	16-24
	Retention of Documents [24 CFR 5.514(h)] .....	16-24

## Administrative Plan -Table of Contents

---

PART IV:	OWNER OR FAMILY DEBTS TO THE PHA .....	16-25
	16-IV.A. Overview.....	16-25
	16-IV.B. Repayment Policy .....	16-26
	Owner Debts to the PHA .....	16-26
	Family Debts to the PHA.....	16-26
	Repayment Agreement [24 CFR 792.103] .....	16-26
	General Repayment Agreement Guidelines for Families .....	16-27
	Repayment Agreements Involving Improper Payments.....	16-28
PART V:	MANAGEMENT ASSESSMENT (SEMAP) .....	16-29
	16-V.A. Overview.....	16-29
	16-V.B. SEMAP Certification [24 CFR 985.101].....	16-30
	HUD Verification Method.....	16-30
	16-V.C. SEMAP Indicators [24 CFR 985.3 and form HUD-52648] .....	16-31
	SEMAP Indicators Chart .....	16-31
PART VI:	RECORD KEEPING .....	16-35
	16-VI.A. Overview.....	16-35
	16-VI.B. Record Retention [24 CFR 982.158] .....	16-35
	16-VI.C. Records Management .....	16-36
	Privacy Act Requirements [24 CFR 5.212 and Form-9886] .....	16-36
	Upfront Income Verification (UIV) Records .....	16-36
	Criminal Records .....	16-37
	Medical/Disability Records .....	16-37
	Documentation of Domestic Violence, Dating Violence, or Stalking .....	16-37
PART VII:	REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL.....	16-38
	16-VII.A.Overview.....	16-38
	16-VII.B. Reporting Requirement [24 CFR 35.1225(e)] .....	16-38
	16-VII.C. Data Collection and Record Keeping [24 CFR 35.1225(f)] .....	16-38
PART VIII:	DETERMINATION OF INSUFFICIENT FUNDING .....	16-39
	16-VIII.A. Overview.....	16-39
	16-VIII.B. Methodology .....	16-39
PART IX:	VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATION, DOCUMENTATION, CONFIDENTIALITY .....	16-40
	16-IX.A. Overview .....	16-40
	16-IX.B. Definitions [24 CFR 5.2003] .....	16-40
	16-IX.C. Notification [24 CFR 5.2005(a)] .....	16-42
	Notification to Public.....	16-42
	Notification to Participants [24 CFR 5.2007(3(i)] .....	16-43
	Notification to Program Applicants [24 CFR 5.2005(a)(1)] .....	16-43
	Notification to Owners and Managers [24 CFR 5.2007(3(ii))]	16-43

## **Administrative Plan -Table of Contents**

---

16-IX.D. Documentation [24 CFR 5.2007] .....	16-44
Conflicting Documentation [24 CFR 5.2007(e)] .....	16-45
Discretion to Require No Formal Documentation [24 CFR 5.2007(d)] .....	16-45
Failure to Provide Documentation [24 CFR 5.2007(c)] .....	16-45
16-IX.E. CONFIDENTIALITY [24 CFR 5.2007(b)(4)].....	16-45
Exhibit 16-1: Sample Notice to Housing Choice Voucher Applicants and Tenants Regarding the Violence Against Women Act (VAWA) .....	16-46
Exhibit 16-2: Sample Notice to Housing Choice Voucher Owners and Managers Regarding the Violence Against Women Act (VAWA) .....	16-49

## **Administrative Plan -Table of Contents**

---

### **Chapter 17 PROJECT-BASED VOUCHERS**

PART I:	GENERAL REQUIREMENTS .....	17-2
17-I.A.	Overview [24 CFR 983.5] .....	17-2
17-I.B.	Tenant-Based vs. Project-Based Voucher Assistance [24 CFR 983.2][FR Final Rule 6/25/14].....	17-2
17-I.C.	Relocation Requirements [24 CFR 983.7].....	17-3
17-I.D.	Equal Opportunity Requirements [24 CFR 983.8].....	17-4
PART II:	PBV OWNER PROPOSALS .....	17-4
17-II.A.	Overview.....	17-4
17-II.B.	Owner Proposal Selection Procedures [24 CFR 983.51] Solicitation and Selection of PBV Proposals [24 CFR 983.51 (c)].....	17-4 17-5
	PHA-Owned Units [24 CFR 983.51(e) and 983.59] .....	17-5
	PHA Notice of Owner Selection [24 CFR 983.51(d)][FR Final Rule 6/25/14].....	17-6
17-II.C.	Housing Type [24 CFR 983.52] .....	17-6
17-II.D.	Prohibition of Assistance for Certain Units .....	17-7
	Ineligible Housing Types [24 CFR 983.53][FR Final Rule 6/25/14].....	17-7
	Subsidized Housing [24 CFR 983.54] .....	17-7
17-II.E.	Subsidy Layering Requirements [24 CFR 983.55, FR Notice 11/24/08, and FR Notice 7/9/10, and FR Final Rule 6/25/14] .....	17-8
17-II.F.	Cap On Number of PBV Units in Each Project .....	17-8
	25 Percent per Project Cap [24 CFR 983.56(a)] .....	17-
	Exceptions to 25 Percent per Project Cap [24 CFR 983.56(b),.....	17-9
	Promoting Partially-Assisted Buildings [24 CFR 983.56(c)][FR Final Rule 6/25/14] .....	17-10
17-II.G.	Site Selection Standards .....	17-10
	Compliance with PBV Goals, Civil Rights Requirements, and HQS Site Standards [24 CFR 983.57(b)].....	17-10
	Existing and Rehabilitated Housing Site and Neighborhood Standards [24 CFR 983.57(d)].....	17-11
	New Construction Site and Neighborhood Standards [24 CFR 983.57(e)].....	17-11
17-II.H.	Environmental Review [24 CFR 983.58] .....	17-12

## Administrative Plan -Table of Contents

---

PART III:	DWELLING UNITS.....	17-13
17-III.A.	Overview.....	17-13
17-III.B.	Housing Quality Standards [24 CFR 983.101] [FR Final Rule 6/25/14].....	17-13
	HQS for special housing types .....	17-13
	Lead-based Paint [24 CFR 983.101(c)] .....	17-13
17-III.C.	Housing Accessibility for Persons with Disabilities .....	17-13
17-III.D.	Inspecting Units .....	17-14
	Pre-selection Inspection [24 CFR 983.103(a)] .....	17-14
	Pre-HAP Contract Inspections [24 CFR 983.103(b)].....	17-14
	Turnover Inspections [24 CFR 983.103(c)].....	17-14
	Annual/Biennial Inspections [24 CFR 983.103(d); FR Notice 6/25/14] .....	17-14
	Other Inspections [24 CFR 983.103(e)] .....	17-14
	Inspecting PHA-owned Units [24 CFR 983.103(f)].....	17-15
PART IV:	REHABILITATED AND NEWLY CONSTRUCTED UNITS.....	17-15
17-IV.A.	Overview [24 CFR 983.151] .....	17-15
17-IV.B.	Agreement to Enter into HAP Contract (AHPA) [24 CFR 983.152(a)-(c) .....	17-15
	Commencement of Construction or Rehabilitation .....	17-15
	Content of the Agreement to Enter into HAP (AHAP) [24 CFR 983.152(d)] .....	17-15
	Execution of the Agreement (AHAP) [24 CFR 983.153] .....	17-16
17-IV.C.	Conduct of Development Work.....	17-16
	Labor Standards [24 CFR 983.154(b)] .....	17-16
	Equal Opportunity [24 CFR 983.154(c)].....	17-17
	Owner Disclosure [24 CFR 983.154(d) and (e)] .....	17-17
17-IV.D.	Completion of Housing.....	17-17
	Evidence of Completion [24 CFR 983.155(b)] .....	17-17
	PHA Acceptance of Completed Units [24 CFR 983.156] .....	17-17
PART V:	HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP) .....	17-18
17-V.A.	Overview[24 CFR 983.202] .....	17-18
17-V.B.	HAP Contract Requirements .....	17-18
	Contract Information [24 CFR 983.203,] .....	17-18
	Execution of the HAP Contract [24 CFR 983.204] .....	17-19
	Term of HAP Contract [24CFR 983.20] .....	17-19
	Statutory Notice Requirements: Contract termination or expiration [24 CFR 983.206] .....	17-20
	Remedies for HQS Violations [24 CFR 983.208(b)] .....	17-20
17-V.C.	Amendments to the HAP Contract .....	17-21
	Substitution of Contract Units [24 CFR 983.207(a)].....	17-21
	Addition of Contract Units [24 CFR 983.207(b)] .....	17-21
17-V.D.	HAP Contract Year, Anniversary and Expiration Dates [24 CFR 983.207(b) and 983.302(e)] .....	17-21
17-V.E.	Owner Responsibilities Under the HAP [24 CFR 983.210].....	17-22

## **Administrative Plan -Table of Contents**

---

17-V.F.	Additional HAP Requirements .....	17-22
	Housing Quality and Design Requirements	
	[24 CFR 983.101(e) and 983.208(a)] .....	17-22
<b>PART VI:</b>	<b>SELECTION OF PBV PROGRAM PARTICIPANTS .....</b>	<b>17-23</b>
17-VI.A.	Overview.....	17-23
17-VI.B.	Eligibility for PBV Assistance [24 CFR 983.251(a) and (b)] [FR Final Rule 6/25/14] .....	17-23
	In-Place Families [24 CFR 983.251(b)] .....	17-23
17-VI.C.	Organization of the Waiting List [24 CFR 983.251(c)].....	17-24
17-VI.D.	Selection from the Waiting List [24 CFR 983.251(c)].....	17-24
	Income Targeting [24 CFR 983.251(c)(6)] .....	17-24
	Units with Accessibility Features [24 CFR 983.251(c)(7)].....	17-24
	Preferences [24 CFR 983.251(d), FR Notice 11/24/08] .....	17-25
17-VI.E.	Offer of PBV Assistance .....	17-25
	Refusal of Offer [24 CFR 983.251(e)(3)].....	17-25
	Disapproval by Landlord [24 CFR 983.251(e)(2)].....	17-26
	Acceptance of Offer [24 CFR 983.252] .....	17-26
17-VI.F.	Owner Selection of Tenants [24 CFR 983.253(a)(3)] .....	17-26
	Leasing [24 CFR 983.253(a)] .....	17-26
	Filling Vacancies [24 CFR 983.254(a)].....	17-27
	Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)] .....	17-27
17-VI.G.	Tenant Screening [24 CFR 983.255].....	17-27
	PHA Responsibility .....	17-27
	Owner Responsibility .....	17-28
<b>PART VII:</b>	<b>OCCUPANCY .....</b>	<b>17-28</b>
17-VII.A.	Overview.....	17-28
17-VII.B.	Lease [24 CFR 983.256].....	17-28
	Form of Lease [24 CFR 983.256(b)] .....	17-28
	Lease Requirements [24 CFR 983.256(c)] .....	17-29
	Tenancy Addendum [24 CFR 983.256(d)] .....	17-29
	Initial Term and Lease Renewal [24 CFR 983.256(f) ] .....	17-29
	Changes in the Lease [24 CFR 983.256(e)].....	17-30
	Owner Termination of Tenancy [24 CFR 983.257] .....	17-30
	Non-Compliance with Supportive Services Requirement [24 CFR 983.257(c)] .....	17-30
	Tenant Absence from the Unit [24 CFR 983.256(g) and 982.312(a)] .....	17-30
	Continuation of Housing Assistance Payments [24 CFR 983.258] .....	17-30
	Removal of Unit from HAP Contract [24 CRG 983.211] [Final Rule 6/25/14] .....	17-31

## **Administrative Plan -Table of Contents**

---

Security Deposits [24 CFR 983.258].....	17-31
17-VII.C. Moves .....	17-33
Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.259].....	17-32
Family Right to Move [24 CFR 983.260] .....	17-33
17-VII.D. Exceptions to the Occupancy Cap [24 CFR 983.261,] .....	17-33
<b>PART VIII: DETERMINING RENT TO OWNER .....</b>	<b>17-35</b>
17-VIII.A. Overview.....	17-35
17-VIII.B. Determining the Rent to Owner [24 CFR 983.301, FR Final Rule 6/25/14] .....	17-35
Certain Tax Credit Units [24 CFR 983.301(c)].....	17-35
Reasonable Rent [24 CFR 983.301(e)].....	17-36
Use of FMRs, Exception Payment Standards, and Utility Allowances [24 CFR 983.301(f)] .....	17-36
Redetermination of Rent [24 CFR 983.302] .....	17-37
PHA-Owned Units [24 CFR 983.301(g)].....	17-38
17-VIII.C. Reasonable Rent [24 CFR 983.303] .....	17-38
When Rent Reasonable Determinations are Required.....	17-38
How to Determine Reasonable Rent.....	17-39
PHA-Owned Units [24 CFR 983.59; FR Final Rule 6/25/14].....	17-39
Owner Certification of Reasonable Rent.....	17-39
17-VIII.D. Effect of Other Subsidy and Rent Control .....	17-39
Other Subsidy [24 CFR 983.304] .....	17-39
Combining Subsidy .....	17-40
Rent Control [24 CFR 983.305] .....	17-40
<b>PART IX: PAYMENTS TO OWNER .....</b>	<b>17-40</b>
17-IX.A. Housing Assistance Payments [24 CFR 983.351].....	17-40
17-IX.B. Vacancy Payments [24 CFR 983.352].....	17-41
Vacancy Payments [24 CFR 983.352(b)].....	17-41
17-IX.C. Tenant Rent to Owner [24 CFR 983.353] .....	17-42
Tenant and PHA Responsibilities.....	17-42
Utility Reimbursements .....	17-42
17-IX.D. Other Fees and Charges [24 CFR 983.354] .....	17-42
Meals and Supportive Services.....	17-42
Other Charges by Owner .....	17-43

## **GLOSSARY**